



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG 237, B AVE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

IMNT-ZA

APR 14 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison, Fort Irwin and National Training Center Policy
Memorandum #10, Management Certificates of Non-Availability (CNA)

1. REFERENCES: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.
2. PURPOSE: To establish procedures for Certificate of Non-Availability (CNA) management at Fort Irwin. This policy applies to all military personnel, Sergeant and below, who would normally be assigned barracks space at Fort Irwin Unaccompanied Personnel Housing (UPH) facilities. This includes bona fide bachelors and Soldiers married to other Soldiers (without dependants).
3. APPLICABILITY: A CNA is the document required by finance to begin Basic Allowance for Housing (Without dependents) for Private-Sergeant. Soldiers will not move off post and enter into a lease prior to receiving an approved CNA.
4. RESPONSIBILITY: Garrison Commander has delegated the responsibility of issuance, control, and record keeping of CNAs to the Chief, Unaccompanied Personnel Housing (UPH) and the Garrison Command Sergeant Major.
5. POLICY: Installation UPH Housing manager will issue CNAs in accordance with AR 420-1, paragraph 3-20, k & l.
 - a. All units requesting a CNA for a Soldier will submit a request by memorandum (Encl 1) to the UPH office, bldg 604.
 - b. Priority for issuance of CNAs is by rank beginning with Sergeants, then Specialist and below. Units will ensure only financially capable and responsible Soldiers are issued CNAs.
 - c. An Exception to Policy CNA request for any situation not listed in AR 420-1, Par, 3-18k (2-4) will be considered on a case-by-case basis by the Garrison Commander. The request will include justification and supporting documentation.

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6. DURATION: Duration for a CNA is one year and they will be renewed annually.

a. CNAs are reviewed quarterly and closed for an appropriate reason (e.g., UPH available, Soldier PCS, and ETS).

b. If UPH becomes available, Soldiers in the grades of Private-Sergeant residing off post and receiving housing allowance (at the without dependents rate) will be required to occupy UPH. The Garrison Commander will not involuntarily reassign a Soldier if it will cause financial hardship.

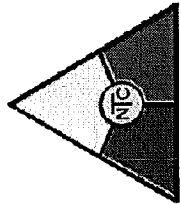
2 Encls

1. Sample Commander's Memo
2. CNA Process

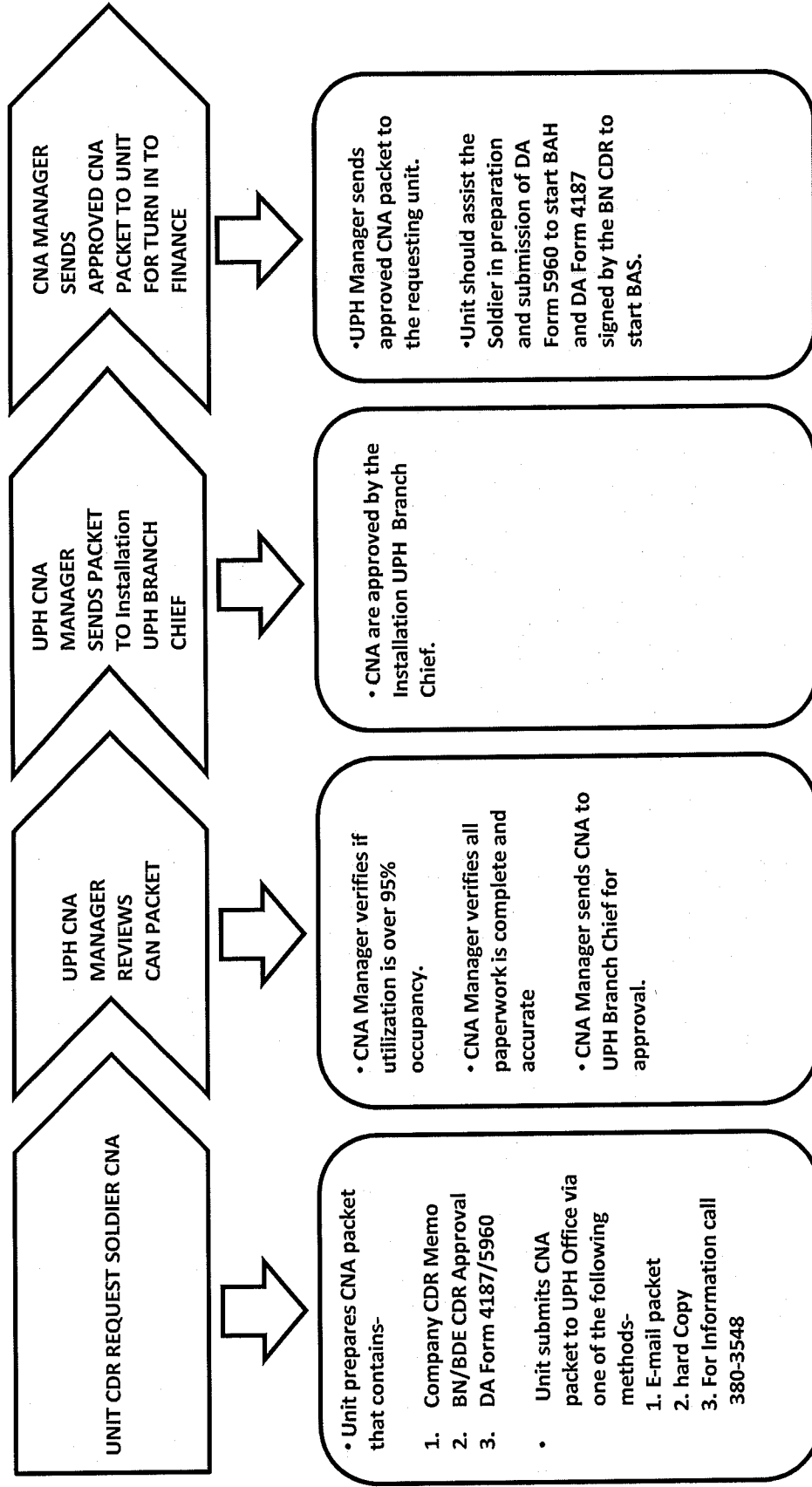


JONATHAN P. BRAGA
COL, SF
Commanding

DISTRIBUTION: A



Certificate of Non-Availability (CNA) Process





DEPARTMENT OF THE ARMY
YOUR UNIT
UNIT ADDRESS
FORT IRWIN, CALIFORNIA 92310-5000

Office Symbol

MEMORANDUM THRU

Commander, (BN), Fort Irwin, CA 92310

Commander, (BDE), Fort Irwin, CA 92310

MEMORANDUM FOR Commander, USAG, Fort Irwin, CA 92310

SUBJECT: Certificate of Non-availability (CNA) for Basic Allowance for Housing (BAH)

1. The following unaccompanied Soldier(s) is requesting a CNA to reside off-post and receive BAH without dependents rate.

SGT Jones, Garfield 123-45-6789 DOB: 01 Nov 1990

2. The Soldier(s) is permanently assigned as a "Rank" and is required to live in the barracks. Due to "state the reason why" the Commander is requesting a CNA to allow the Soldier to obtain off-post accommodations.

3. POC for this memorandum is CPT Brown at 380-1234

Name
Rank/Branch
Commanding